

## DEFINITIONS

Immediate Family: Spouse, child, parent, or other person who resides with and is dependent upon the employee for care and support.

Special Sick Leave: Leave accrued by employees with the equivalent of one (1) or more years full-time service as of July 1, 1989. Accrued on the basis of five (5) days of special sick leave for each one (1) year of continuous full-time service immediately prior to July 1, 1989 and prorated for partial years of service. Special sick leave is available to employees who have not previously exhausted their accrued special sick leave and who have not separated from state service at any time on or after July 1, 1989. All other accrued paid leave must be exhausted before an eligible employee may request use of available special sick leave.

Notice: A request for sick leave must be submitted to appropriate person within fifteen (15) minutes prior to the start of shift or assigned work hours. For employees in seven (7) day, twenty-four (24) hour operations, notice shall be required one (1) hour prior to start of shift or assigned work hours.

## RESPONSIBILITIES

Employees are responsible for:

- knowing the amount of his/her leave balances; and
- complying with all requirements for securing leave.

Supervisors are responsible for:

- implementing this policy in an appropriate and consistent manner;
- developing and/or distributing agency procedures for employees to follow to secure leave, including identifying persons to be notified with requests for leave and any required notification procedures or forms; and
- taking appropriate actions, including discipline, when an employee fails to abide by the requirements of this and related attendance and leave policies.

## PROCEDURES

1. All eligible employees may use accumulated sick leave for an illness, injury, legal quarantine or visits to a licensed health care provider for themselves or a member of the employee's immediate family which necessitates the employee's absence from work. The use of said leave is contingent upon availability, proper notice and verification by a licensed health care provider when requested.

2. Sick leave may be charged in increments of no less than fifteen (15) minutes.

3. Employees using Family and Medical Leave are required to concurrently use all available sick leave prior to receiving leave without pay, where reason for absence is a reason that qualifies for sick leave use.
4. Sick leave may not be charged on the date a legal holiday is observed.
5. Employees may be asked to submit a statement from a licensed health care provider to verify fitness to work or legitimacy of leave request in the following circumstances. If required, such statement must state the period of incapacity as determined by an examination and the employee's fitness for duty at the conclusion of the period of incapacity.
  - a. Employee is off work for three (3) or more consecutive days.
  - b. Employee has demonstrated unacceptable attendance record.
  - c. Employee has demonstrated behavior which might indicate that a fitness problem may exist.
  - d. The request is made in conjunction with the Family and Medical Leave Policy.
6. Requests for sick leave may be denied in the following circumstances:
  - a. Employee has previously requested vacation, personal leave or compensatory time for date in question.
  - b. Request for sick leave is thought to be in concert with a job action or other form of work stoppage.
7. As a condition of authorizing paid sick leave, management reserves the right to require examination by a designated health care provider. An employee submitting verification of disability shall be granted, upon request, any available compensatory time or accrued sick, vacation, personal, or special sick leave to cover any absence during the elimination period prior to meeting the qualifications for disability benefits. Absence during the elimination period will also be charged concurrently to family-medical leave whether or not accrued leave is used.
8. An employee who fails to comply with the requirements of this policy may be subject to loss of pay, a designation of being on unauthorized leave, and discipline.

<b>REFERENCES</b>
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31 IAC 1-9-4  
31 IAC 2-11-4  
31 IAC 3  
31 IAC 4  
31 IAC 1-9-8  
31 IAC 2-11-9